

ADMINISTRATIVE - INTERNAL USE ONLY

30 AUG 1984

MEMORANDUM FOR: Deputy Director for Administration
FROM:
Director of Information Services
SUBJECT: OIS Weekly Report (23 - 29 August 1984)

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A. PROGRESS ON ACTION ITEMS

1. A representative of the Information Control Branch (ICB) met with the Top Secret Control Officer for the Office of Current Production and Analytic Support to discuss its holdings of TS collateral documents. The ICB representative visited components in the office to view the documents and to explain reporting procedures. He also obtained information about documents that had been destroyed, sent to other components, or retired to the Records Center. This information was used to improve the accuracy of data held on the documents in TSCADS. Additional visits will be necessary to complete the auditing of OCPAS' holdings and procedures.

2. The Archives Section, Archives and Records Center Branch, has reviewed over 19,000 jobs from the disposal job files in its search for missing Top Secret documents. To date, 56 Top Secret collateral documents have been located as the result of this effort.

3. Two representatives from the Information Management Branch (IMB) met with the Deputy Chief, Payroll Division, OF, and the Payroll Data Base Administrator to discuss the scheduling of automated payroll systems. This is the last major system being reviewed for the OF machine-readable records schedule and will require considerable assistance from individual users to describe all sources of input, interfaces with other systems, and the types of reports being produced.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. The Chief, Information Management Branch, accompanied an Information Security Oversight Office (ISOO) representative on inspections of the information security programs of OTS and a DO area division. The inspections included talking to classifiers in each component and reviewing classified documents for proper classification markings. ISOO uncovered no problem areas and found that both components were aware of proper classification procedures.

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2. A representative from IMB met with representatives of the Insurance Branch, OP, to discuss a proposal to upgrade their filing system. The proposal recommended that OP purchase color-coded file folders to reduce misfiles and enhance retrieval. OP accepted the proposal and plans to complete the changeover of folders in time for the move to the new Headquarters Building where they will have power file equipment.

3. Chief, Regulations Control Division (RCD), met with two attorneys from OGC to obtain confirmation of OGC's concurrence in the release of the regulatory issuances requested in the Erno Brown case. After discussing the background and legal issues involved, OGC will review its decision on one of the issuances and advise RCD of the results.

4. Another meeting was held with lawyers for CBS and General Westmoreland concerning their appeal of deletions in 48 documents. Attending from the government side were the DI Information Review Officer (IRO), an OGC attorney, a DoJ attorney, and two representatives from NSA. After some discussion it was agreed that another review of the documents would be undertaken to determine if additional information can be released. Shortly thereafter, however, CBS provided a list of an additional 39 documents to be included in the new review. The review is being conducted by the DI/IRO with assistance from the Classification Review Division (CRD), as necessary. The trial date for the Westmoreland versus CBS case has been set for 17 September 1984.

3. The National Archives and Records Service reported to CRD that a Top Secret document containing information quoted from CIA reporting had been inadvertently declassified and shown to an FOIA requester without prior CIA coordination. The document, which was located in a Department of State file, is now being reviewed by the DO/IRO to determine whether the disclosed information warrants classification. The file also included one CIA document that had been removed by NARS for safekeeping; the remaining material contained no information still classified from a CIA point of view.

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